



## Town of Grafton

Recreation Department

30 Providence Road

Grafton, MA 01519

Tel. (508) 839-5335 • Fax (508) 887-9538

### Recreation Department Office Manager

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The Town of Grafton seeks dynamic applicant to fill an office manager position in the Recreation Department.

**Essential duties:** Responsible for the provision of a wide range of administrative and clerical duties including answering the department's telephone, greeting the public at a counter, receipt and distribution of department mail, maintenance of a filing system and financial records.

Incumbent is responsible for the following: 1) Registering participants in department sponsored programs and activities. 2) Supplies vendors with class lists and special medical information regarding program participants. 3) Maintains the department's web page. 4) Prepares and designs department marketing materials including flyers, letters, brochures, registration forms etc. 5) Monitors the on-line payment system; download and print registration forms and files for deposit to the Town treasurer/Collector's office.

**Knowledge:** Knowledge of technology including but not limited to office software (word processing and spread sheet applications) department operational software, and the Internet in support of the maintenance of department records and other department operations. Knowledge of general bookkeeping practices.

**Abilities:** Ability to work independently in order to plan and prioritize work, perform multiple tasks in a detailed, organized, and efficient manner. Ability to deal effectively with disgruntled customers.

**Skills:** Proficient written and oral communication skills, and good common sense. Proficient computer keyboarding skills. Demonstrated skill in organizing work and meeting work deadlines while working under the pressure of other service demands.

**Education and Experience:** High School diploma or equivalent; one to three (1-3) years prior work experience preferably in a municipal government office; or an equivalent combination of education and experience.

35 hour work week with occasional overtime. Starting salary is \$18.52 to \$20.15 DOQ with additional benefits available.

Letters of interest and applications accepted on the Town's website at [www.grafton-ma.gov/Public\\_Documents/GraftonMA\\_WebDocs/Postings/index\\_postings](http://www.grafton-ma.gov/Public_Documents/GraftonMA_WebDocs/Postings/index_postings).

The Town of Grafton is an AA/EEO employer.